



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

PRISON INDUSTRIES SUPERINTENDENT II (FOOD & BEVERAGE PACKAGING)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT II (FOOD & BEVERAGE PACKAGING) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS DIVISION

LOCATION: CALIFORNIA INSTITUTION FOR MEN

POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT II
(FOOD & BEVERAGE PACKAGING)

SALARY RANGE: \$4573-\$5511

FINAL FILING DATE: MARCH 13, 2007

Note: If you previously submitted an application for this position, which had a final filing date of FEBRUARY 20, 2007, you do not need to submit another application.

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Administrator, this position is responsible for planning, organizing and supervising the overall operation of all Prison Industry Authority's food and beverage packaging operations at California Institution for Men; directly supervises two (2) Industrial Supervisors, Prison Industries (Food & Beverage Packaging) and one (1) Prison Industries Stationary Engineer; responsible for the boiler operation and repair; and performs or recommends all food and beverage packaging maintenance.

MAJOR DUTIES OF THE POSITION INCLUDE

Oversees all phases of the prison food and beverage packaging operation; plans and schedules labor materials and equipment; has lead responsibility for quality assurance, process control, cost control, and procurement; supervises and coordinates the installation operation, and maintenance and repair of all food and beverage packaging equipment; makes recommendations to increase production efficiency and product quality; develops and implements plans for water and energy conservation; directs the ordering; shipping and handling of all production materials and supplies; prepares budgets; makes recommendations on necessary equipment and materials; directs the preparation of records and status reports on production and inventory; dictates correspondence and conducts supervisory meetings and formalizes enterprise operating procedures.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California State service performing the duties of a Prison Industries Superintendent I (Food & Beverage Packaging), in the food & beverage packaging enterprise or trade.

Or II

Two years of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Food & Beverage Packaging), in the food & beverage packaging enterprise or trade.

Or III

Four years of production experience in a food & beverage packaging enterprise or trade, at least two years of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

Knowledge of: (with particular reference to food & beverage packaging): (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management, supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Ability to: (with particular reference to food & beverage packaging): (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) communicate effectively at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SCREENING CRITERIA

1. Supervisory experience in a food and/or beverage bottling/packaging operation; milk processing/dairy, or similar industry.
2. Demonstrated knowledge and experience with the California Code of Regulations (CCR) Title 8, Health and Safety and Quality Assurance procedures in the food and beverage industries, including knowledge and experience in developing and enforcing the United States Department of Agriculture (USDA) Hazard Analysis Control Points (HACCP) plans, quality control lab, pasteurization, and bacterial testing.
3. Managerial/Supervisory experience performing budget planning, production scheduling, preventative maintenance, and procurement of processing equipment, related raw materials and supplies.
4. Demonstrated knowledge and experience in effectively managing multiple projects, staff training, development, and delegation.
5. "Hands on" knowledge regarding troubleshooting, maintenance and repair of related processing equipment and/or machinery. Related equipment includes boilers, Clean in Place (CIP), pasteurization, water filtration and purification reverse osmosis systems, as well as bottling/packaging and material handling equipment.

DESIRABLE QUALIFICATIONS

1. Demonstrated experience working in an industrial environment within a correctional setting.
2. Demonstrated experience and knowledge of automated systems, networks, and personal computers, including Microsoft Office.
3. Demonstrated knowledge of Prison Industry Authority (PIA) Inmate Employability Program (IEP).
4. Demonstrated experience and knowledge of an Injury and Illness Prevention Program (IIPP).
5. General knowledge of PIA's sexual harassment policy.
6. General knowledge of the procurement process used within the State and PIA.
7. Demonstrated ability to effectively supervise a process factory while creating a positive environment of professionalism and team building with subordinate staff and inmate employees.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, screening criteria, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Note: If you previously submitted an application for this position, which had a final filing date of FEBRUARY 20, 2007, you do not need to submit another application.

Submit applications to:

**CARLOS P. CHAVEZ
PRISON INDUSTRY AUTHORITY
CALIFORNIA INSTITUTION FOR MEN
14901 CENTRAL AVENUE/P.O. BOX 1031
CHINO, CA 91710
909.606.7035**

All applications must be received or postmarked by the **Final Filing Date**. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services, at (916) 358-2696.

PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.PIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922